

## Death Claims Process

### Local Government and Local Education Agencies

**If the decedent is a dependent.** The Agency's ABC should complete and submit a change enrollment form and a copy of the death certificate to Benefits Administration for termination of coverage for the reason/action death indicated on the form.

**If the decedent is an employee and the ABC does NOT have keying capabilities.** The Agency's ABC would follow the same procedure as for a dependent.

**If the decedent is an employee and the ABC does have keying capabilities.** The Agency's ABC would key the date of death in job data and use the action/reason Termination/X-Benefits Employee Death. This action will terminate the benefits in Edison and no form or death certificate is required to be submitted to Benefits Administration.